

STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

ARCHITECTURE AND ENGINEERING DIVISION

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STATE ARCHITECT\ENGINEER\LAND SURVEYOR SELECTION PROCEDURES TITLE 18, CHAPTER 2 MCA TITLE 18, CHAPTER 8 MCA

Energy performance, design-build, and 20-25-309 MCA contracts are exempt from this selection process. This process does not include investigation or construction-related services that do not constitute the practice of architecture, engineering, or land surveying.

- 1. Agency requests that A&E Division initiate a project and may request delegation as appropriate. A&E will review the proposed project for funding, spending authority, and programmatic needs.
- 2. 18-8-204 MCA minimum criteria to be considered when selecting firms:

Qualifications of professional personnel Location of firm

Capability to meet time and budget Present and projected workload

Related experience on similar projects Recent and current work for the agency

- 18-8-212 MCA Sole-source selection for projects in which the design fee is estimated not to exceed \$50,000: Firms may be selected directly on an individual project basis without submission of 3 names to the DOA Director.
- 4. 18-2-112 MCA Projects with an estimated design fee above \$50,000 but project cost equal to or less than \$1,500,000: A&E will provide to the Agency a list of firms on file and will participate in the short-listing effort. After discussions of the project with potential firms, the agency will select three firms based on project requirements and the minimum criteria above, and then shall submit those 3 firms to A&E for an appointment of one firm to be made by the Director of the Department of Administration.
- 5. 18-2-112 MCA Projects with a budget more than \$1,500,000*: To firms who have expressed interest in state work, A&E will publicly announce a Request for Qualifications at least quarterly. Responding firms will submit to A&E their qualifications on an Architect/Engineer Statement of Qualifications for Specific Projects form along with other appropriate supplemental information.
 - a) A&E and the agency's selection committee will select the most qualified firms to be interviewed for the project. A&E will schedule interviews with those firms and send initial project information, scope of anticipated services, and interview format.
 - b) After the interviews, the agency shall submit 3 firms to A&E for an appointment of one firm to be made by the Director of the Department of Administration.
- 6. After a firm has been selected or appointed, the agency and A&E project manager will review the initial project information and anticipated scope of services with the selected consultant, request a fee for agreed services, and negotiate a contract. If an agreement cannot be reached, negotiations will be terminated, and the Director may appoint one of the remaining two recommended firms.
- 7. Delegated projects will follow the same selection processes above and delegation will be granted **after** a firm is appointed. The agency will then negotiate a contract with the selected firm.

^{*} This amount is slightly flexible. Straightforward projects marginally above this amount may receive consideration to revert to the process described in paragraph 4 while more complex smaller projects may follow the interview process.